

## Central Intelligence Agency

## § 1908.21

specific purpose and the issues for consideration. The Agency will respond to all substantive communications and take such actions as determined feasible and appropriate.

### FILING OF MANDATORY DECLASSIFICATION REVIEW (MDR) REQUESTS

#### § 1908.11 Preliminary information.

Members of the public shall address all communications to the point of contact specified above and clearly delineate the communication as a request under this regulation. Requests and appeals on requests received from members of the public who owe outstanding fees for information services under this Order or the Freedom of Information Act at this or another federal agency will not be accepted until such debts are resolved.

#### § 1908.12 Exceptions.

Mandatory Declassification Review requests will not be accepted from an individual who is not a citizen of the United States or an alien lawfully admitted for permanent residence, nor from a foreign government entity or any representative thereof. Declassification review requests will not be accepted for documents required to be submitted for prepublication review or other administrative process pursuant to an approved nondisclosure agreement; for information that is the subject of pending litigation; nor for any document or material containing information contained within an operational file exempted from search and review, publication, and disclosure under the Freedom of Information Act. If the Agency has reviewed the requested information for declassification within the past two years, the Agency will not conduct another review, but the Coordinator will notify requester of this fact, the prior review decision, and of applicable appeal rights pursuant to section 3.5(e) of the Order.

[76 FR 59033, Sept. 23, 2011]

#### § 1908.13 Requirements as to form.

The request shall describe the document or material containing the information with sufficient specificity to

enable the Agency to locate it with a reasonable amount of effort.

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#### § 1908.14 Fees.

(a) *Form of payment.* Fees may be paid in cash, by a check drawn on or money order made payable to the Treasurer of the United States.

(b) *Reproduction fees.* Requesters submitting requests via NARA or the various Presidential libraries or making requests directly to this Agency shall be responsible for reproduction costs as follows: Fifty cents per page and \$10.00 per CD. There is a minimum fee of \$15.00 per request for reproductions.

(c) *Search and review fees.* Requesters making requests directly to this agency also shall be liable for search and review fees as follows.

(d) *Search fees.* Applicable fees will be due even if our search locates no responsive information or some or all of the responsive information must be withheld under applicable authority.

(e) *Computer searching.* (1) Clerical/Technical—\$20.00 per hour (or fraction thereof).

(2) Professional/Supervisory—\$40.00 per hour (or fraction thereof).

(3) Manager/Senior Professional—\$72.00 per hour (or fraction thereof).

(f) *Manual searching.* (1) Clerical/Technical—\$20.00 per hour (or fraction thereof).

(2) Professional/Supervisory—\$40.00 per hour (or fraction thereof).

(3) Manager/Senior Professional—\$72.00 per hour (or fraction thereof).

(g) *Document review.* (1) Professional/Supervisory—\$40.00 per hour (or fraction thereof).

(2) Manager/Senior Professional—\$72.00 per hour (or fraction thereof).

(3) CIA will not charge review fees for time spent resolving general legal or policy issues regarding the responsive information.

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#### § 1908.21 Receipt, recording, and tasking.

The Information and Privacy Coordinator shall within ten (10) days record each mandatory declassification review request received under this part, acknowledge receipt to the requester in